

DEPARTMENT OF HUMAN RESOURCES

Schedule Use: Department Wide

Proponent: Office of Support Services

Schedule No.: 89-061

Date: Approved 8/14/89

Record Series Title: Policy and Procedure Development File

Description: Documents relating to maintaining, creating, revising or updating and issuing the Departments individual Administrative, Grants-to-Counties and DHR Board Policies and Procedures and related manuals which compile the policies and procedures.

File Arrangement: By manual name, then numerically by part number, then by revision date.

Retention/Disposition Instructions:

1) Developmental Documents:

Cut off file at end of each calendar year; hold in current files area 2 years; transfer to State Records Center; hold 5 years; then destroy.

2) Published Policies and Procedures:

A - Office of Support Services - use Records Retention Schedule 2, "Publication Reference Set Files" for official copies sent to State Archives.

B - Other Division/Office Copies:

Destroy previous copies when updated/revised copies are received.



## Secretary of State

Department of Archives and History

330 Capitol Avenue S.E.

Atlanta, Georgia 30334

Max Cleland

SECRETARY OF STATE  
(404) 656-2881

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DIRECTOR  
(404) 656-2358  
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### M E M O R A N D U M

DATE: November 9, 1989

TO: Gerald Poe, RMO, DHR *ed*

FROM: Peter E. Schinkel - Schedule Section

SUBJECT: Minor Change Report, Schedule # 89-061

SERIES: Policy and Procedure Development File.

As we discussed on the phone 9/21/89, the change you requested (change from an individual office schedule to a department-wide common schedule) has been made to the record copy of the approved schedule. The effective date of the schedule will remain 8/14/89.

The disposition instructions approved by the State Records Committee were for department-wide use. It was our mistake that we did not identify the schedule as a common.

Call if you have questions. Sorry that it took so long to get official confirmation of the change to you.

cc: Robert E. White  
RG Reading File  
Schedule # 89-061  
Minor Change File

**RECORDS RETENTION SCHEDULE NOTIFICATION  
(MINOR CHANGE OR DELETION)**

890921-01

**TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES**

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☒ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

**FROM: DHR RECORDS MANAGEMENT SERVICES UNIT**

<b>SCHEDULE NO.</b> 89-061	<b>NOTIFICATION DATE</b> 9/20/89 (hand delivered)
<b>SERIES TITLE</b> Policy and Procedure Development File	
<b>APPROVED DATE</b> 8/14/89	<b>MINOR CHANGE DATE (IF APPLICABLE)</b> 9/20/89

☐ MINOR CHANGE - SEE ATTACHED COPIES OF PRESENT AND CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON BOTH ATTACHMENTS.

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

Copy of Records Retention Schedule is attached.

Minor change is for records series title.

Note: Original schedule application was intended for schedule to be a DHR

Department Wide Schedule - see " 12. Approved Disposition Instructions "

area on application on application.

**DHR RECORDS MANAGEMENT OFFICER APPROVAL**

*Gerard For*

## Records Retention Schedule

### GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Technology & Support  
**Section/Unit:** Specialized Services Section  
Policy Administration / Records Management Unit

**Schedule Use:** Department Wide

**Schedule No.:** 89-061 **Admin. Chg. Date:** 10-15-97

**Record Series Title:** POLICY AND PROCEDURE DEVELOPMENT FILE

**Description:** Documents relating to maintaining, creating, revising or updating and issuing the Department's individual Administrative and Grants-to-Counties Policies and Procedures and related manuals which compile the policies and procedures.

**File Arrangement:** By manual name, then numerically by part number, then by revision date.

#### **Retention/Disposition Instructions:**

1) Developmental Documents

Cut off file at end of each calendar year; hold in current files area 2 years; transfer to State Records Center; hold 5 years; then destroy.

2) Published Policies and Procedures

A - Office of Technology & Support Services - use Records Retention Schedule 2, "Publication Reference Set Files" for official copies sent to State Archives.

B - Other Division/Office Copies:

Destroy previous copies when updated/revised copies are received.

**Confidential:** No - Open Record

**Supersedes:** 89-061 (approved 8-14-89)

M97-253

970922-03

## RECORDS RETENTION SCHEDULE NOTIFICATION (ADMINISTRATIVE CHANGE OR DELETION)

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

M 97-253

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
SERIES TITLE VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.	
APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)

X	ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).
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☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

~~00-081, 00-082, 00-083, 00-084, 00-080, 72-140, 73-499, 73-500, 73-501, 75-115, 78-016, 78-0299-A, 78-301~~

78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

DATE:  
9-10-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL \_\_\_\_\_

DATE: 12-2-97

870608-03

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES <i>Dept. Human Resources</i>	ARCHIVES AND HISTORY	
Application Date		Division of Administrative Services Office of Support Services 47 Trinity Ave. S.W. - Room 514-H Atlanta, Georgia 30334	Application Number	89-061
Application Number	87-1		Date Received	JUN 8 1987
			Date Completed	AUG 14 1989
2. Person to Contact Shirley Sansom		Working Title Operations Analyst	Telephone Number 656-4305	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1972 Latest Continuing		5. Records Series Title (followed by title used in office, if different) <del>Administrative, Grants-to Counties and DHR Board</del> Policy and Procedure Manual File <i>[Development]</i>		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Administrative Services Division provides the program direction and coordination of the specialized functions which support the Department's internal operations and legal environment through the Offices of Administrative Appeals, Audits, Child Support Recovery, Financial Services, Fraud and Abuse, Personnel Administration, and Support Services. The Office of Support Services is responsible for providing those functions that require central coordination and service delivery. The functions include: space management, telecommunications, construction, building renovation and repair, real property management, rents and leasing, energy management, personal property management, vehicle management, building services, central supply and warehouse, mail services, central receiving, records management, printing, forms design and maintenance and distribution of the Department's individual Administrative, Grants-to Counties and DHR Board Policies and Procedures and related manuals which compile those policies and procedures.				
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining, creating, revising or updating and issuing the Departments individual Administrative, Grants-to Counties and DHR Board Policies and Procedures and related manuals which compile the policies and procedures.  Included are: copies of current and/or superceded original manual pages and other official documents relating to the maintenance, creation and revision/updating of individual policies and prodedures and their issuance.  The file is arranged: By manual name, then numerically by part number, then by revision date.				
8. Monthly Reference Rate One to six months old 4 twenty-five months and older 0		How often are records referred to which are: Seven to twelve months old 2 Thirteen to twenty-four months old 2		
9. Annual Rate of Accumulation or Records Letter-size drawers 2 ; Legal-size drawers ; Shelves ; Other (Specify)				

☒ Does the series contain confidential information requiring security handling? If yes, cite law or regulation.  
☒ c. Is this a vital record?  
☒ d. Does this series have historical or long term research value?  
☒ e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?  
☒ f. Is the information contained in this series ever published? If yes, attach copy. Admin. & GTC Policies Manual  
☒ g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.  
☒ h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?  
☒ i. Is this series (or a major portion of it) regularly microfilmed?  
☒ j. Does the record series result in a computer printout?

11. Retention Requirements                      The following requires the series to be kept:  
 a. State Law                      \_\_\_\_\_ years.  
 b. Statute of limitation                      \_\_\_\_\_ years.  
 c. Federal law                      \_\_\_\_\_ years.  
 d. Audit period                      \_\_\_\_\_ years.  
 e. Administrative need                      7 years.  
 f. Federal retention instructions                      \_\_\_\_\_ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.  
 This file series is needed to document the current and superseded policies and procedures for Grants-to Counties, Administrative and DHR Board functions of the Department of Human Resources.

12. Approved Disposition Instructions      This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year;   ☐ Fiscal Year;   ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☒ Transfer to State Records Center; hold 5 year(s); then  
☒ Destroy  
☐ Transfer to State Archives for permanent retention.  
☒ Other (Specify) EXCEPT

Cut off present accumulation (1972-1984) immediately; transfer to the State Records Center; hold 5 years; then destroy.

[Record sets of published policy and procedure manuals come to the Archives under DHR common schedule #2; Publication Reference Set Files approved 6/21/71] 6/2/87

These instructions apply to all prior and future accumulation of records for this series title.

**Reference Copies**  
 (State Offices-Atlanta)  
 Included may be documents or correspondence related to policies and procedures and their revisions or updates, which are retained by policy proponents.  
 When manual(s) are updated or revised; destroy previous copy.  
 (DHR Offices-Statewide)  
 Included are policies and procedures in the manual, superseded policies or procedures.  
 When manual(s) are updated or revised, destroy previous copy.

Signature	Date	Signature	Date
DHR Office/Division — Director/Designee		DHR Records Management Supervisor	
<i>Gray A. Blechman</i>	<i>6/2/87</i>	<i>Linda Turner</i>	<i>June 1, 1987</i>
DHR Section/Unit — Chief/Supervisor/Designee		DHR Records Management	
<i>Shirley B. Samson</i>	<i>6/2/87</i>	<i>Paul T. Murphy</i>	<i>6/2/87</i>

870608-03      STATE RECORDS COMMITTEE

Retention recommendations in paragraph 12 are approved — If not approved, please attach a letter of explanation.	Signature	Date
89-061	State Auditor/Designee	<i>W. H. Rogers</i> 8-11-89
	Secretary of State/Designee	<i>Edward Wilson</i> 8/10/89
	Governor/Designee Attorney General/Designee	<i>W. H. Rogers</i> 8/14/89